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21 January 1969

MEMORANDUM FOR: CIA Records Administration Officer *8JB* *orig + 1 to %sec.*SUBJECT : Analysis of the Sources of two Security Forms  
(Form #11 GPO and CIA Form 10-15-824)

1. We in the Forms Management Staff can not identify the attached forms. We have never designed or approved these two forms.

2. To my knowledge we have never prefaced our form numbers with "CIA" -- at least as far back as 1948 when I was in the printing division and doing the final copy; and then since 1956 since I have been in forms management.

3. The marking "US Government Printing Offices" never appears on our Agency forms that have been designed or printed since 1959 when it was found they could be traced. Even today we reject GPO completed printing orders (or have it cut off) when there is a "flip-up" made by GPO.

4. Our Agency forms are just numbered sequentially and have been since 1953. Prior to then we used to number them 10-01, 10-02, 39-6, 38-7, etc. The first two digits were the office code, (i.e., 10 was the Director's Office, which included Cable Secretariate. Number 38 was Office of Security.)

5. Further, it has only been in the past four or five years that we have put the seal on some Agency forms -- and most of them are forms for [redacted]

[redacted] If memory serves me right, Printing Services must have an approval to use the Agency seal on items of this nature. (I believe it was [redacted] Office of Personnel Executive Officer that gave this approval.)

6. [redacted] talked with Printing Services Division and at least over the telephone they could not identify the attached forms.

7. I would suggest that the Office Security check (formally) (Mr. [redacted] with Printing Services Division and also in Printing Plants [redacted] as well as in Technical Services Division, DDP [redacted] TSD). [redacted] each of these have special printing facilities. Also check NPIC, at their printing facilities. Such a check in each of those areas is very seriously recommended.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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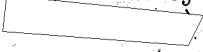
8. It may be possible that the forms were printed at a field station. The spelling of "clearance" is not the spelling we would use. The "Official Secrets Act" and that unusual "CIA Act" used on one form and "Disclosures" warning on the other just have not "states-side" feeling in them at all.




Forms Management Staff

Attachment:  
(Subject forms returned--4 items)

Distribution:

Orig & 1 - forwarded to O/Security (Attn:  GE-31, Hqs)  
1 - Forms Mgt.   
1 - RAB File

DDS/SSS/RAB/ or (22 Jan 69)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment Missing